



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, September 18, 2018, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Bellefonte, PA 16823

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on September 18, 2018 by Chair of the Board, Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; and Executive Assistant, Natalie Bird.

County personnel present included Dale Neff, Natalie Corman, Mike Bloom, Bob Jacobs, Lee Sheaffer, and Tom Martin.

Representatives from the news media included Carol Terracina.

CNET staff were present.

### III. PUBLIC COMMENT

### IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, September 11, 2018 Board of Commissioners' meeting.

### V. CHECK RUN

Commissioner Higgins reported that the check of the week was to West Penn Power in the amount of \$19,062.48. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$684,541.97 dated September 14, 2018.

### VI. ADMINISTRATOR'S REPORT

There were no items to report.

### VII. ABC APPOINTMENT

The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.

ABC	Name	Action	Term
Library and Historical Museum Board	Karen Drosnes to fill the unexpired term of Ashear Barr	Appointment	9/18/18 – 12/31/19
Aging Advisory Council	Marie Crater	Resignation	1/1/2017 – 9/18/2018

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the ABC appointment and resignation.*

#### VIII. CONTRACTS

- A. Emergency Communications – Dale Neff presented a contract renewal with Snow Shoe Summit Lodge Corporation for the land lease agreement that houses a 9-1-1 Communications tower structure, equipment building, and perimeter chain link fence. This is the first of three additional five (5) year automatic renewal lease terms per the original lease agreement effective October 5, 2013 through October 4, 2033. This renewal includes a five (5) percent yearly escalator, the contract rates are as follows:

- i. 2018 total is \$2,680.19
- ii. 2019 total is \$2,814.20
- iii. 2020 total is \$2,954.91
- iv. 2021 total is \$3,102.66
- v. 2022 total is \$3,257.79

The total lease agreement is \$14,809.75 for the period of October 5, 2018 through October 4, 2023 – Dept. 354.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Snow Shoe Summit Lodge Corporation to next week's Consent Agenda.*

- B. Facilities Management – Lee Sheaffer presented a contract with David M. Maines Associates for the Sheriff's Office Roof Replacement project. The contract total is \$188,715 for the period of September 25, 2018 through November 30, 2018 - Dept. 971.

*On a motion BY Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract with David M. Maines Associates to next week's Consent Agenda.*

C. Planning

Bob Jacobs reviewed the agreement with PennTerra Engineering, Inc. and the proposal from CMT Laboratories, Inc. to provide additional services related to the Centre Crest Parking and Stormwater Improvements Project.

- i. Construction management services agreement with PennTerra Engineering, Inc. to provide construction management services for the Centre Crest Parking and Stormwater Improvements Project. Hourly compensation rates are as follows: Senior Project Manager \$132 and Administrative Assistant \$35 for the period of September 18, 2018 through December 31, 2018 – Dept. 971.
- ii. Proposal from CMT Laboratories, Inc. (CMT Labs) to provide testing services for the Centre Crest Parking and Stormwater Improvements Project. CMT Labs will perform infiltration and compaction testing. The contract total is not to exceed \$2,500 for the period of September 11, 2018 through November 31, 2018 – Dept. 971.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the agreement with PennTerra Engineering, Inc. and the proposal from CMT Laboratories, Inc.*

- iii. Mike Bloom reviewed the Economic Development and Community Development Initiative Program grant contract from the Pennsylvania Department of Community and Economic Development (DCED) in the amount of \$305,000 for the period of July 1, 2018 through December 31, 2019. This grant is for new construction of the Equipment Storage Building the Centre County Public Safety Training Center. Mike added that this facility will allow live practice for real life scenarios and additional storage for high value equipment. Commissioner Dershem thanked Senator Jake Corman for his assistance in obtaining the additional funding – Dept. 971.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the grant contract from DCED.*

- D. MIS/RBA – Tom Martin requested that the Board authorize payment to Superior, LLC in the amount of \$56,936.38 for the following items:

- i. \$34,069.98 for Superior to provide maintenance and support for the Finance Plus software for the period of February 1, 2018 through January 31, 2019 – Dept. 142.
- ii. \$9,566.25 for third party licenses with Optio ECI, Four J, MKS SQL, and BI Analytics (Cognos) for the period of September 1, 2017 through August 31, 2018 – Dept. 142.

- iii. \$10,044.32 for third party licenses with Optio ECI, Four J, MKS SQL, and BI Analytics (Cognos) for the period of September 1, 2018 through August 31, 2019 – Dept. 142.
- iv. \$3,255.83 for training and other costs related to the Finance Plus upgrade – Dept. 142.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the payment to Superion, LLC to next week's Consent Agenda.*

E. Human Services

i. MH/ID/EI – D&A

- 1. Natalie Corman provided an overview of the Department of Drug and Alcohol Programs (DDAP) Report for Fiscal Year 2017-2018. This report outlines sixteen different categories of funding and six additional funding streams. In Fiscal Year 2017-2018 the County received and spent \$1,458,341 on treatment, prevention services, and outreach – Dept. 562.

The contract addendums with Cen-Clear Child Services, Inc. and Strawberry Fields, Inc. are to allow for additional services to be provided with funding received from the State. The funds were allocated to the County by the State last fiscal year, but full funding was just recently received.

- 2. Addendum No. 2 to the contract with Cen-Clear Child Services, Inc. to allow for \$17,000 in additional funds to provide additional early intervention services. This increases the contract maximum from \$77,000 to \$94,000, which is funded as follows: State \$84,600 and County \$9,400 for the period of July 1, 2017 through June 30, 2018 – Dept. 561
- 3. Addendum No. 2 to the contract with Strawberry Fields, Inc. to allow for \$50,000 in additional funds to provide additional early intervention services. This increases the contract maximum from \$350,000 to \$400,000, which is funded as follows: State \$360,000 and County \$40,000 for the period of July 1, 2017 through June 30, 2018 – Dept. 561.
- 4. Interagency agreement with the Centre County Local Interagency Coordinating Council (LICC) to provide collaboration of agency resources between Centre County Early Intervention, Central Intermediate Unit #10, Tyrone Area School District, and Cen-Clear Child Services, Inc. The contract total is \$1,000, which is funded as

follows: State \$500 and Central Intermediate Unit #10 \$500 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

5. Agreement with Tuscarora Intermediate Unit 11 (TIU) to allow TIU, through the Department of Education –Office of Child Development and Early Learning to disburse grant funds to approved grantees for training and technical assistance to early intervention programs. These State funds have been awarded to programs to focus on a program priority area addressing social relationships, language, and early literacy or early childhood outcomes. The total grant is \$15,000 which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
6. Contract renewal with Beacon Light Behavioral Health Services to provide mental health services including outpatient mobile medication equipment. The contract total is \$35,000, which is funded as follows: State \$33,387 and County \$1,613 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add items 1-6 for MH/ID/EI - D&A to next week's Consent Agenda.*

IX. CONSENT AGENDA

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve this week's Consent Agenda.*

- A. Domestic Relations – Contract renewal with Widmer Time Recorder Company for the service of two time stamp machines. The contract total is \$270, which is funded as follows: Federal \$173.75 and County \$96.25 for the period of August 26, 2018 through August 25, 2019 – Dept. 281.
- B. Facilities Management - Contract with Wizzards Janitorial Systems, Inc. to provide janitorial services for the Centre County Courthouse, Courthouse Annex/Temple Court, and Centre County Sheriff's Office. The contract total is \$134,805.45 for the period of October 1, 2018 through December 31, 2019 with the right to extend the term for up to two (2) successive one (1) year periods.
- C. Records Management – Contract renewal with O'Neil Software, Inc. for software to assist with managing records using barcode scanning and tracking. The contract total \$1,999.10, for the period of October 12, 2018 to October 11, 2019 – Dept. 143.

D. Human Services

i. MH/ID/EI – D&A

1. Contract Addendum with Crossroads Counseling, Inc. to allow for funds to provide additional services to drug and alcohol outpatient clients in the amount of \$95,512, increasing the contract maximum from \$142,488 to \$238,000, which is funded as follows: State \$155,205, Federal \$71,586 and County \$11,209 for the period of July 1, 2017 through June 30, 2018 – Dept. 562.
2. Contract renewal with Bowling Green Brandywine to provide non-hospital inpatient rehabilitation services, which includes co-occurring and long term and non-hospital detoxification. The contract total is estimated at \$5,000 which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 562.

ii. Aging

1. Contract with Centre County Council of Government – Centre Region Parks and Recreation for implementation operation of the Centre Region Active Adult Center. The contract total is \$335,892 for the period of January 1, 2019 through December 31, 2021 – Dept. 521.
2. Retired Senior Volunteer Program submission of the Robert T. Ott Seed Grant application to the Centre County Council of Human Services. The grant proposal is to purchase up to 18 laptops to be used by VITA Program volunteers throughout the tax season and to provide tax and rent rebate services throughout the year. The project total is \$3,000 for the period of December 1, 2018 through November 30, 2019 – Dept. 521.

iii. Adult Services

1. Contract renewal with Housing Transitions, Inc. to provide transitional housing service (Bridge Housing) that offers homeless and near-homeless Centre County individuals/families with supportive living arrangements and long-term case management services. The contract total is \$59,924, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.

2. Contract renewal with Housing Transitions, Inc. to provide Homemaker Service planning case management, long term services to clients ages 18-59 who are accessing homemaker services via the County's contracted providers. This program can also serve clients seeking long-term case management and resource navigation. The contract total is \$19,529, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
3. Contract renewal with Centre Helps to provide information and referral services with the Community Help Line, 24 hours per day and seven days per week to all Centre County residents. The contract total is up to \$70,000, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
4. Contract renewal with Centre Helps for the Basic Needs Case Management Program. This program offers services to individuals/families who require assistance with basic needs concerns such as the lack of income and /or budgeting skills and meeting the costs of mortgage, rent, utilities, food, health care, medicines, and other basic commodities of living. The contract total is up to \$23,390, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
5. Contract renewal with Interfaith Human Services, Inc. to provide the Financial Care Program. This program serves clients that chronically utilize community resources and who are in need of long-term budgeting assistance and education. Centre County Government's Office of Adult Services, Office of Aging, and Children and Youth Services are all partners in this contract. The contract total is up to \$12,340, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
6. Contract renewal with Centre County Women's Resource Center transitional housing service (Bridge Housing) that offers homeless and near-homeless Centre County individuals/families with supportive living arrangements and long-term case management services. The contract total is \$73,545, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.

7. Contract renewal with Housing Transitions, Inc. to provide Housing Case Management. This program offers coordination of housing for residents who are seeking housing options due to homelessness or near-homelessness. Case management activities include: maintaining an affordable housing resource list, managing client caseloads, responding to housing crises, and working with clients on finding secure and affordable housing. The contract total is up to \$61,059, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
8. Contract renewal with Centre County Youth Service Bureau to assist in the administration of the Rental and Mortgage Assistance Program; making rental and security deposit assistance available for eligible Centre County residents. Centre County Youth Service Bureau will distribute funds to landlords per check requests submitted by the Office of Adult Services. The contract total is up to \$107,898, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
9. Contract renewal with Centre Volunteers in Medicine to provide a Basic Needs Case Management Program on-site at the County's free medical and dental clinic. This program offers services to individuals/families who require assistance with basic needs concerns, such as the lack of income and /or budgeting skills and meeting the costs of mortgage, rent, utilities, food, health care, medicines, and other basic commodities of living. The contract total is up to \$11,665, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.
10. Contract with Central Pennsylvania Community Action to serve as the County's Local Lead Agency for the State Food Purchase Program (SFPP) and The Emergency Food Assistance Program (TEFAP). The contract total is up to \$88,146.39, which is State funded for the period of July 1, 2017 through June 30, 2019 – Dept.

X. DISCUSSION ITEMS

XI. RECOGNITION

XII. C-NET REQUESTS

XIII. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported there are 108,923 registered voters in Centre County. The precinct of the week was #9 Millheim Borough with 483 registered voters. In the May primary there were 162 ballots cast for a 33.54% voter turnout.

B. Announcements

Director of Emergency Management Jeff Wharran provided an update on Hurricane Florence. The rain appears to be done, Bradford and Tioga Counties were affected with flooding. Foster Sayers Dam is currently at 644 feet above sea level and 14 feet above normal. Other local streams are a little high, but overall there is no flooding occurring.

XIV. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XV. PUBLIC MEETING SCHEDULE

Tuesday, September 18, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, September 20, 2018

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Tuesday, September 25, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, September 27, 2018

Finance Committee Meeting – 9:00 AM – Room 146WB

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board Meeting – 11:00 AM – Room 146WB

XVI. BID / PROPOSAL SCHEDULE

XVII. ELECTION ANNOUNCEMENTS

Tuesday, October 9, 2018

Last day to REGISTER before the November election.

Tuesday, October 30, 2018

Last day apply for a civilian absentee ballot.

Friday, November 2, 2018

Last day for County Board of Elections to receive voted civilian absentee ballots.

Tuesday, November 6, 2018

GENERAL ELECTION

XVIII. QUESTIONS FROM THE PRESS

- XIX. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 10:23 AM.

ATTEST:

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Margaret N. Gray  
Administrator